

**SECRET***Office Memorandum* • UNITED STATES GOVERNMENT

TO : Acting Personnel Director

FROM : Chief, Classification & Wage Division

DATE: 19 October 1951

SUBJECT: OSO Table of Organization for Office of Assistant Director  
and General Staffs.

The duties and functions of the various branches and positions in the Administrative Staff were discussed with the Chief of Administrative Staff with the following results:

An analysis of the over-all functions and responsibilities of the Staff indicates that no material change has taken place since the approval of the Chief and Deputy Chief positions at GS-15 and GS-14 respectively on T/O of 18 April 1951. In view of the fact there appears no justification to upgrade the positions to GS-16 and GS-15.

Personnel Branch

25X1

[ ] Personnel Officer proposed for GS-14, recommend GS-13.

An audit of the duties indicates that responsibilities are limited or almost non-existent in certain categories which should be present to justify allocation at the GS-14 level. Responsibility concerning promotions is restricted to GS-12, those above must have approval of Personnel Board and ADSO. Responsibility for rotation of employees must also have approval of Personnel Board at GS-11 and above. Personnel planning is primarily limited to current and next fiscal year and does not include agent personnel. No authority for recruitment or processing of agent (contract and/or career) personnel for overseas operations or relationship with other government agencies and private industry in this connection. Indications are that a large portion of time is devoted to day-to-day processing of personnel actions, qualifications review, making table of organization adjustments, and other similar details.

25X1

[ ] Personnel Officer proposed for GS-11, recommend GS-9.

This position, now vacant, is intended to handle the administrative detail and processing required [ ]

25X1

[ ] for overseas assignment. The exact functions of this position have not been defined at this time, since Liaison Control is continuing to handle the processing. Until more definite duties and extent of responsibility can be determined, it is felt GS-9 is adequate.

25X1

Supply and Services Branch

25X1

[ ] Supply Officer proposed for GS-14, recommend GS-13.

Over-all supply requirements planning for operations is vested in Support and Facilities Branch of Plans Staff after which Supply Officer's responsibility is

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to insure that requirements are fulfilled by CIA offices having procurement, service, etc. responsibility. Approves all requisitions and follows up to insure fulfillment. Responsibility is limited to assisting in supply planning and follow up work not normally recognized at the GS-14 level, recommend GS-13.

25X1

[ ] Supply Officer proposed for GS-11, recommend GS-9.

This position is primarily concerned with insuring that all services required for OSO are provided by CIA offices. This position corresponds to others with similar responsibilities which have recently been allocated at GS-9.

#### Budget Branch

25X1

[ ] Budget Officer proposed for GS-14, recommend GS-13.

There appears no justification for grade increase in budget position particularly since the recent loss of Commo. and OAD. OSO budget problems do not appear unusually complicated nor do they approach the difficulty and complexity of OPC budget problems. Recommend GS-13.

25X1

[ ] Fiscal Accountant proposed for GS-9, recommend GS-7.  
[ ] Clerk proposed for GS-7, recommend GS-5.

The addition of a GS-12 position as an assistant to the Budget Officer and to handle various fiscal problems results in lower responsibilities in these two positions primarily of a clerical nature which do not justify grades higher than GS-7 and GS-5.

#### Publications Branch

25X1

[ ] Organization & Methods Examiner (Procedures) proposed for GS-12, recommend GS-11.

The major O & M responsibility rests in the two top positions in Organization and Management Branch. The publications position is concerned mainly with editorial, production, maintenance and issue functions which corresponds to similar positions in the Agency allocated at GS-11.

The proposed GS-16 position for Chief, Plans Staff is primarily the same as that approved on T/O of 18 April 1951 for Staff B, and includes even more responsibility in that the Staff now includes a Requirements and Intelligence Direction function and an increased emphasis on strategic and long range operational planning. Increased responsibility has been placed on Plans Chief for field operational review to provide basis for better operational planning.

The proposed GS-16 position for Chief, Operations Staff includes most of the duties previously included in the former Staff A with the exception of the special operations phase which is now being performed by the Special Projects Staff. In addition to the normal operational staff functions, increased responsibility has been added for handling the OSO defection and disposal program and also the Training and Liaison Control functions are supervised by Operations Staff. The top level

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-3-

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personnel of the Operations Staff will spend a considerable amount of time in the field on analysis and evaluation of operations, and will assist in solving difficulties and in coordinating various aspects of operations, particularly where they cut across several geographic divisional lines. Recommend GS-16.

#### Special Projects Staff

This Staff is a continuation of the special operational function previously carried out under Staff A at the GS-16 level, and involves highly classified projects which, because of their sensitivity, are run directly from the Office of the Assistant Director, OSO. These operations are directed by the Director, CIA, DD/P and ADSO, and involve considerable overseas travel to initiate and follow their continuation, consequently highly qualified personnel must be used on these operations to avoid complications which would affect relationships with friendly foreign governments and the government of the United States. Recommend proposed grades for the Intelligence Officers.

Grade changes other than those specifically covered above were discussed with the Chief, Administrative Staff who concurred in the majority of the changes.

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